

# COGNITA

## Pupil Supervision and Lost & Missing Children Policy



HYDESVILLE  
TOWER SCHOOL

September 2025

### 1 Introduction

- 1.1 Hydesville Tower School takes seriously its responsibility to ensure that pupils are always supervised properly to ensure their safety while on school premises or on out of school visits. Staff who supervise are mindful of our safeguarding and our health and safety requirements. This policy applies to all year groups.
- 1.2 This policy applies to all children, including those in the early years.

### 2 Working Day

- 2.1 The school day is as follows:

Age range	Timings
Nursery (3-4)	9.00 am – 3.20 pm curriculum hours & 8-6pm wraparound
Lower Prep (4-7)	8.45 am – 3.30 pm
Upper Prep (7-11)	8.45 am – 3.45 pm
Senior (11-16)	

### 3 Start of Day Arrangements

- 3.1 When pupils arrive at school, they are expected to:

#### Nursery

In Nursery, pupils may arrive from 8:00 am to join the Nursery Breakfast Club, or from 7:30 am for the dining room Breakfast Club service, if required. The Nursery Day begins at 9.05am, when registration on ISAMS takes place. If a child has not arrived by this time, the school office will contact parents to confirm the reason for their absence.

#### Prep School

Pupils in Reception, Year 1, and Year 2 remain under the supervision of their parents or carers until 8:30 am, at which point they are handed over to the teacher on duty in the Year 1 classroom, located in the Lower Prep playground. Pupils in Years 3 to 6 may arrive from 8:30am via the main school gate (Upper Prep playground), where they will be supervised by the member of staff on morning supervision duty. Members of the SLT are also assigned to gate duties in both the Lower and Upper playgrounds. At 8:45 am, Form Tutors and Class Teachers will collect pupils from the playgrounds and escort them to their classrooms. Registration will then take place in the classrooms by 9.00 am. Parents of pupils who are not present, at this time, will be contacted by the office staff to ascertain reasons for their absence.

#### Senior School

Senior pupils are expected to be registered in their form rooms by 8:45 am. Those arriving at school between 8:00 am and 8:15am can purchase breakfast in the dining room, after which they are required to attend morning supervision under the care of a designated member of staff in the school hall and should not be elsewhere on the school site during this period unless under the direct supervision of an authorised adult. From 8:40 am, pupils go to their lockers before proceeding directly to their form rooms, where they will be supervised by their Form Tutor. Following morning registration, the office team will identify any absentees and make the necessary contact with parents.

- 3.2 Before school, the following supervision arrangements are in place:

Between 7:30 am and 8:45 am, Prep School pupils can be booked into our Breakfast Club, run by designated members of staff in the dining hall. Pupils are signed into the Breakfast Club and have access to supervised activities. There is an added option for pupils to

purchase breakfast. Any pupils arriving on the minibus are escorted to the Breakfast Club staff or class teacher by the driver.

Nursery pupils may use this provision from 7:30 am to 8:00 am, after which they will be escorted to Nursery. For other pupils in Nursery, parents can drop off their children to the Cedar Tree Room from 8:00 am, where Nursery staff supervise them until the start of the day.

- 3.3 For pupils arriving by bus, they will be driven on to the main playground and be escorted to the relevant location in school subsequently.

#### **4 Break Time Arrangements**

- 4.1 During break, the following arrangements are in place:

Children will play outside, provided the weather is reasonable. Two members of staff are allocated on duty in Nursery and Prep School. In Senior school there is one member of staff present and assigned on duty.

- 4.2 During wet break, the following supervision arrangements are in place:  
In Nursery we follow the staff rota in place where activities continue indoors with two members of staff in Nursery and one in Preschool.

In the Prep School, Year 6 monitors will assist teachers on duty with the supervision of pupils in classrooms during wet play conditions. In Senior School, the duty staff, with the support of the leadership team and prefects/monitors supervise the pupils in the dining hall, school hall and library.

#### **5 Lunch Time Arrangements**

- 5.1 Two members of teaching staff are assigned for lunchtime duties. Lunch time supervisors assist teachers with the supervision of pupils. The staff are distributed in the dining hall and playgrounds.

Nursery follow the staff rota for outdoor play and lunchtime clubs.

- 5.2 During wet lunch breaks, the same supervision arrangements apply as break duty with the support of additional lunch time supervisors.

#### **6 End of School Day Arrangements**

- 6.1 Pupils in Nursery are dismissed at 3.25 pm from the Lower Prep playground. Pupils who opt for the later wraparound provision, are taken to the dining room where a member of the Nursery team and the After School Club oversee their care until they are collected between 5pm-6pm. Staff wait with any pupils who are collected late and a log is kept which is analysed for persistency.

For Reception, Year 1 and Year 2, pupils are dismissed at 3.30 pm from the Lower Prep playground. Pupils in Year 3 to Year 11, are all dismissed from the main school gate at 3.45 pm. In the Prep School, all pupils must be dismissed to a parent/carer. Written consent is required by the school office if alternative collection arrangements are required. Senior pupils are permitted to leave the school site without adult supervision.

All pupils are expected to leave the premises by 4 pm unless they are attending an after-school activity. No pupils should be in any other area of the school site unless under the direct supervision of an authorised adult. Prep and Senior school extracurricular activities take place 3.45-4.30pm/5.00pm in assigned classrooms, halls or in the playgrounds. Prep School pupils are collected by parents or carers, following the sessions. Senior School homework club takes place 3.45-4.30pm in a designated room. Pupils then either make their way home at 4.30pm or are collected from school as agreed with parents.

6.2 For pupils travelling by minibus, all Prep School pupils are escorted by their class teachers to the dining hall at 3.45 pm, where they are registered by the minibus escort and chaperoned to their designated minibus and driver. Senior School pupils will assemble on the school yard at 3.45 pm and go on the designated bus after being registered by the driver.

6.3 Schools will support any court orders in place, in relation to collection of children and contact arrangements. Should a parent who is due to collect their child according to the order not arrive, then the school will telephone them initially. If schools fail to make contact within 30 minutes, the school will call the other parent and request they collect their child. Should a parent, who is not due to collect their child arrive at the school with the aim of collection, then the parents will be advised to make agreed arrangements. This communication will take place off site (see Safeguarding Policy)

### 6.4 **After School Club (ASC)**

Pupils requiring a late pick up may attend the supervised ASC from 3.30 pm for Lower Prep and 3.45 pm for Upper Prep to 6.00 pm, for an additional charge. The After School Club must be pre-booked on Parent Pay.

## 7 **Non-Collection Arrangements at End of Formal School Day**

7.1 If a pupil is not collected from school by handover time they will be taken to the ASC and the parents will be charged.

7.2 The following procedure will be followed when a pupil is not collected:

The parents will be contacted by the staff member supervising the ASC. If a pupil has not been collected by 6 pm, a member of SLT will be informed. A member of SLT will then attempt to contact the child's emergency contact and then contact the local authorities' children's social care. Nursery staff also record the details of late children on a 'Late Collection Log', which is regularly reviewed for reoccurrences.

## 8 **After School Activities**

8.1 When attending an after-school activity, pupils are supervised by authorised members of staff. The adult facilitating the after-school activity is responsible for taking a register at the activity on paper or on Microsoft Teams. The staff member is also in charge of dismissal to either a parent or carer in the Prep School, or for Senior School, pupils can make their own way home after the session. In the Prep School, if a child does not arrive as expected, the member of staff leading the activity or a member of the office team will establish contact with parents to ascertain the child's whereabouts. In the Senior School, attendance to clubs booked via Parent Pay only are followed up for non-attendance.

8.2 No pupil should leave without the authorisation of the adult leading the activity subject to suitable and agreed handover arrangements.

8.3 The following procedure will be followed when a pupil is not collected by their parents/carers at the end of the After School Activity:

In the Prep School, pupils will be taken to ASC and parents contacted and charged. In the Senior School, pupils are permitted to leave school without adult supervision.

### **9 Sporting Fixtures**

9.1 PE staff supervise students when at fixtures.

9.2 Parents are always informed of the finish times and where they must collect their children.

9.3 No pupil should leave the sporting fixture or the supervision of the staff member without their authorisation and a supervised handover to their parent.

9.4 The following procedure will be followed when a pupil is not collected:

They will be taken to ASC and parents contacted and charged.

### **10 Travel to and from School on Buses**

10.1 Parents are responsible for ensuring that their children travel safely to and from school. Pupils are not supervised by school staff when travelling on buses and they are expected to behave responsibly and to follow the driver's instructions. This includes wearing a seat belt at all times.

10.2 The Headteacher reserves the right to prohibit a specific pupil from travelling on school sponsored transport if their behaviour does not meet the required standard.

10.3 Please see above section 3.3. for arrival information and 6.2 for departure information.

### **11 Leaving the Site during the School Day**

11.1 It is expected that all pupils will be on site for the entire day unless they have specific permission to leave or are on a supervised activity or outing.

### **12 Supervision Duties**

12.1 All members of the staff are expected to take their share of break and lunchtime supervisory duties. Duties are allocated by the Heads of Schools and are distributed as duty rotas for each section of the school.

12.2 All classes will be supervised by the relevant teacher and in certain subjects, for example food, art and science; the teacher may be supported by a technician.

12.3 Pupils should not be in classrooms without a member of staff supervising them. Following a lesson: the last pupil will leave the classroom and then the supervising member of staff will check that all pupils have left before leaving the room themselves.

### **13 Supervision during PE Lessons, including Changing Arrangements**

13.1 PE lessons are supervised by members of the teaching staff. When older pupils are changing or showering, teachers must be mindful of both their responsibility for appropriate supervision and the need for a pupil's privacy, with due regard for the Safeguarding and Child Protection Policy. Staff will only enter the changing facilities where they believe **not** to do so may place a child at risk. Younger children e.g., those under aged 7 years, and those with SEND may require full supervision or support with changing, undertaken by two teachers being present.

### **14 Medical Support**

- 14.1 There is a qualified First Aider on duty from 8.30 – 4.30 pm every day. They are available to administer First Aid, to help if someone is ill or injured, and to deal with any accidents or emergencies. A pupil who feels unwell during the day should report to the school office. All Nursery staff hold a Paediatric First Aid Certificate and there is always a PFA trained member of staff during lunchtime supervision for children within Early Years.

### **15 Supervision in Remote Locations**

- 15.1 Some potentially dangerous areas of the school are out of bounds to unsupervised pupils. These include science laboratories and the grounds, maintenance, catering and caretaking areas of the school.

For Educational Visits – please see Educational Visits policy.

### **16 Lost or Missing Children**

- 16.1 If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SLT and school office immediately.

All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.

A full headcount will be taken by the teacher-in-charge and matched against the register - usually the class teacher or nominated person.

A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site. If something is discovered, the SLT member must be immediately informed.

The following list held in the school office will be checked: attendance register, off-site records, and other school clubs.

If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headteacher and Director of Education/Education Executive (Cognita Head Office), including where a child is found wandering or at risk of being lost or missing. The DSL in school will be notified immediately, and they will ensure that the parents have been informed by the teacher responsible. The Headteacher (or SLT member in the absence of the Headteacher), will decide at which point the police will be called.

All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Headteacher remains responsible for the care and welfare of the child, including off site.

As soon as it is practicable, the Serious Incident Reporting Form will be completed by the Headteacher and sent to Cognita's Head of Education Compliance. The Group Leader (off site) or responsible form/class teacher will make a contemporaneous record to provide full

details of the incident in the school's incident report book. A note will also be made on the school's attendance register accordingly.

Near misses will also be recorded and reported to the Director of Education/Education Executive, and details fully provided in writing to the school's governance panel or meeting. This Report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk. Any relevant policy and procedure must be reviewed and submitted to UK compliance committee for approval, via Head of Education Compliance.

All incidents will be reported to Deryck Silk/Nadia Burn, School Support Centre, for the attention of our insurers, as appropriate. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

If a missing child has any special medical or learning needs, then these need to be noted to be disclosed to the police or other agencies.

A thorough search of the premises should continue until the child is found.

Following the incident, it is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.

The written findings of the investigation must be reported by the Headteacher to Cognita SSC within 48 hours of the occurrence of the incident.

Where the child is within the EYFS age range, Ofsted must be informed of the incident. Local Authority Children's Social Care should also be informed.

All relevant policies and procedures will immediately be reviewed, and revisions presented formally to the Director of Education/Education Executive for approval within 5 working days.

The parent/carer(s) will be involved at all times.

Following receipt of our investigative report, the Group Director of Education will report their conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school to the UK compliance committee.

Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

### **17.2 In the instance that a child is thought to be lost or missing whilst off-site we will follow the following procedure:**

The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.

One or more adults should immediately start to search for the child.

If the child is not found within 5 minutes, the Group Leader must then contact the police by telephoning 999.

The Group Leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above in sections 4 and 5 will then be followed.



### Version control:

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